I. Call to Order
President Sigrid Sexton called the meeting to order at 1:00 p.m.

II. Roll Call
Members Present: Diane Amelotte, Mohammed Araeipour, Phyllis Arias, Bonnie Brinkman, Christopher Chinn, Lee Douglas, John Downey, Baruch Elimelech, Shauna Hagemann, Kenna Hillman, Michael Hubbard, Ella Hunter, Rigo Ibarra, Chris Jacobs, Tom Killian, Peter Knapp, David Morse, Kris Mudunuri, Kevin Ryan, Winford Sartin, Ramchandran Sethuraman, Sigrid Sexton, Wil Shaw, Janice Tomson, Christiane Woerner, Joan Zuckerman

Guests: Dennis Miller, Mark Taylor, Cindy Vyskocil

Members Absent: Rudy Besikof, Cathy Crane, Nigel Hancock, Pamela Knights, Matt Lawrence, Adrian Novotny, Yolanda Padilla, Natalia Schroeder, Lynn Shaw, Dana Van Sinden, Lark Zunich

III. Approval of Minutes
The minutes from November 6, 2009 were approved.

IV. Approval of Agenda
The agenda was approved.

V. Public Comments
No public comments.

VI. Faculty Comments
No faculty comments.

VII. Reports and Announcements
A. President's Report – Sigrid Sexton
1. Budget
Members of the Academic Senate Executive Committee, CCA, and Vice President/Assistant Superintendent of Administrative Services Ann-Marie Gabel attended a meeting where Alan Fry, the California Teachers Association budget expert reviewed basics of college budgets. Padding, predicting over and under, and reserves were discussed. Fry suggested a 5% reserve; however, some colleges maintain higher reserves due to the current financial climate.

At the Board of Trustees meeting Ann-Marie Gabel reported that stimulus funds would be used to supplant losses in categorical programs.
2. **ASCCC Resolutions**
   At the Academic Senate for California Community Colleges Fall 2009 Plenary Session on November 12-14 resolutions were passed on many topics including: training to assist local senates in their role in budget and planning processes; support for descriptor-based articulation, library funding, accelerated learning college proposal, effects of budget cuts on basic skills; categorical funding, early assessment testing, and AS/AA Degree requirements for CTE faculty. No action was taken on the 50% resolution; it was sent to the executive committee for discussion.

B. **Assistant President's Report – John Downey**
   Dennis DiGiovanni was elected PCC Senator.

C. **Secretary/Treasurer's Report – Shauna Hagemann**
   Shauna Hagemann thanked Mohammed Araeipo, Kris Mudunuri, and Wil Shaw for providing refreshments at the meeting.

   The Senate has a balance of $1,356.88 in its treasury.

D. **Curriculum Committee Report – Cathy Crane**
   No report.

E. **Faculty Professional Development Report – Lynn Shaw**
   Kevin Ryan reported for Lynn Shaw that Christiane Woerner will attend the Equity Institute on February 19-20. Other interested faculty were also invited to attend.

F. **Equivalency Committee Report – Kristin Hartford**
   No report.

G. **Associate Faculty Report – Ella Hunter**
   No report.

H. **Grants Advisory Committee Report**
   No report.

I. **Shared Governance Planning Committees**
   1. **College Planning Committee**
      No report.

   2. **Budget Advisory Committee**
      The Legislative Analyst’s Office projects the governor will face a $21 billion shortfall as he drafts the January budget, attributable to: overly optimistic revenue projections in the July adopted budget; sales budget solutions, such as selling the State Comp Insurance Fund; higher than expected prison costs; expiration of temporary tax increases and implementation of new tax cuts; and the concluding stages of stabilization funds from the federal government. Reduction in state revenue is expected over the next two years.

   3. **Facilities Advisory Committee**
      No report.
4. **Student Success Committee**  
Shauna reported that the Student Success Committee continues to progress. The Faculty Teaching and Learning Center will open on December 8.

5. **Staff Equity Committee**  
No report.

J. **Committee on Committee Memberships – Joan Zuckerman**  
No report.

K. **Student Record Processes Committee – Nigel Hancock**  
New students will continue to receive registration letters. Returning students will no longer receive registration reminder letters; however, they may look online for this information and the Call Center is available to help them. This is in line with Admission and Records policy that students should take responsibility for their own education.

L. **Career and Technical Education Committee**  
Marty Alvarado, Interim Director of Grants, is working with the Career and Technical Education Committee to increase support from advisory groups. A Mega-Advisory meeting is being planned where industry will be invited to meet with faculty from CTE. Department heads were reminded to include VATEA and capital outlay requests in their Program Plan/Program Review documents. Sigrid Sexton and Larry Gustafson will attend the dean’s meeting to allocate VATEA and capital outlay funds.

VIII. **Old Business**

A. **Vice Presidents of Academic Affairs Search Update**  
The Academic Senate m/s/u (Janice Tomson/Kevin Ryan) passed a motion for first reading to accept Resolution to Initiate the Hiring Process to Select a Permanent Vice President of Academic Affairs.

WHEREAS Title 5 section 53021 provides that “no interim appointment or series of interim appointments exceed one year in duration” and that even with the approval of the Chancellor extensions of such appointments may not exceed one year, and Long Beach City College Regulation 3003.4 likewise notes that interim administrative positions should not exceed one year; and

WHEREAS Academic Senate For California Community Colleges Resolution 13.11 S09 urged that “all Title 5 provisions regarding the length of interim administrative appointments [be] enforced,” noting that interim appointments have a direct impact on important college issues such as curriculum processes, instruction, and budget development; and

WHEREAS Long Beach City College’s current Vice President of Academic Affairs has served in an interim capacity for over four years, having taken the position in the Fall Semester of 2005; and

WHEREAS Superintendent-President Eloy Oakley assured the Academic Senate in Spring 2009 that a search for a new Vice President of Academic Affairs would commence no later than the Fall semester of 2009, allowing the new appointee to take office at the end of the 2009-2010 academic year; and
WHEREAS Superintendent-President Oakley has hired a consultant to facilitate the search for a new Vice President of Academic Affairs and to evaluate the potential applicant pool, but the consultant’s recommendations regarding the applicant pool may delay the initiation of the hiring process if the consultant judges the pool to be insufficient; and

WHEREAS The Academic Senate feels that the process for hiring a new Vice President of Academic Affairs has already been delayed overlong and should not be further postponed, no matter the recommendation of the consultant; and

WHEREAS While the Academic Senate acknowledges Executive Vice President Donald Berz’ efforts and contributions to the college during his tenure as interim vice president, the college would be better served by a Vice President of Academic Affairs who has been accepted by all constituencies and appointed through established hiring procedures and has a long-term commitment to the college; therefore,

BE IT RESOLVED that the Long Beach City College Academic Senate recognize Executive Vice President Donald Berz’ contributions to the college and thanks him for his dedication and efforts; and

BE IT FURTHER RESOLVED that the Long Beach City College Academic Senate directs the Academic Senate President to meet with Superintendent-President Eloy Oakley and urge him to initiate a hiring process to select a permanent Vice President of Academic Affairs at the beginning of the Spring 2010 semester regardless of the consultant’s recommendations, with the new appointee taking office no later than July 2010.

B. Faculty Titles – Second Reading
A motion for second reading was made to revise faculty titles in Administrative Regulations 3027 Professional Titles; however, after discussion it was withdrawn. The changes will be sent to all faculty for comment before approval:

The Administrative Dean, Human Resources, shall be responsible for administering these regulations.

3027.1 The following professional titles are authorized full-time tenure-track faculty.

3027.2 Assistant Professor: all full-time tenure track faculty prior to tenure.

3027.3 Associate Professor: all full-time tenured faculty beginning the semester after tenure has been awarded.

3027.4 Professor: all full-time tenured faculty after the completion of seven years of full-time service in a tenure track position.

3027.5 The title of Instructor shall be used for all non-tenure track faculty members.

3027.6 Professional titles have no effect on the district compensation to the faculty.

Faculty hired prior to 2010 will retain their current title if it is of a higher rank than specified by these regulations. They may also apply for advances in rank according to the regulations under which they were hired.
C. Academic Senate as a Program in Program Plan/Program Review
   This item was not discussed.

D. Review of 2008 Reorganization
   This item was not discussed.

IX. New Business
   A. Lt. Julie Prior: Campus Security
      Lt. Julie Prior of the Long Beach Police Department visited the Senate to address concerns about campus security. At least four officers are on campus during the day and afternoon to ensure a safe learning environment. Police must stay close to their cars in order to answer calls; however, some officers are on bikes or foot and are encouraged to inhabit the campus in strategic locations. Brendan Hayes, Support Services Manager, will continue to participate in interviews with new officers to ensure they fit in the college environment. A protocol was developed to avoid class disruption when students must be taken out of class. The Dean of Student Affairs is always involved in such cases. Crime trends and other important information are published in The Loop and the Viking. At faculty request, emails will also be used to keep the college informed. Faculty were invited to contact Julie with their security concerns at Julie.prior@longbeach.gov.

   B. Staff Equity Committee Report
      Lee Douglas and Associate Vice President of Human Resources Cindy Vyskocil presented the Staff Equity Committee annual report. The Staff Equity Hiring Plan included Dialogue: create an ongoing campus-wide training agenda on the topic of equity as it relates to students and staff; Recruitment: conduct broad-based outreach to ensure equitable recruitment practices in support of appropriately diverse pools of applicants; and Policy and Procedures: review and revise Board policies and administrative regulations to ensure adherence to legal requirements and contemporary practices which foster equitable hiring practices. Accomplishments include:

      • A task force comprised of faculty and department heads drafted a revision of the part-time faculty hiring process in Administrative Regulations 3013 Hiring Temporary Faculty. The draft revisions will be presented to department heads and the Academic Senate.
      • A draft model Faculty Mentor/Intern Program was completed in spring 2009, which will be presented to the Senate. Implementation will depend on available funding.
      • Sexual Harassment/Unlawful Discrimination (AB1825) Training commenced in October 2008 for supervisory personnel and is ongoing. Classified training took place in October 2009 and will be repeated annually.
      • A Diversity Recruitment Brochure for full-time faculty completed in spring 2009 was designed to recruit and market the college to potential future applicants.
      • A Disability Access and Awareness Event took place on October 19, 2009.
      • Other diversity educational training included Diversity: a Workplace Asset; Safe Zone; and Legally Compliant Strategies for Diversity Enhancement.

      Human Resources and the Staff Equity Committee will collaborate with department heads to develop a standardized process to hire part-time faculty. The positions will be published online and applications will be maintained for two years.
C. **Institutional Research Task Force Recommendations**
Dennis Miller presented the Institutional Research Task Force report to the Senate. The task force was charged with reviewing ARCC data and Equity for All studies and to make a recommendation on further research. The task force noted miscommunication regarding research when faculty were not involved. As an example, miscoding for ESL courses resulted in inaccurate conclusions from the ARCC data collected by the state. The task force recommended that the Academic Senate form a standing Institutional Research Committee. The Senate will consider the recommendation at a future meeting.

D. **Committee Membership Nominations**
A motion was m/s/u (Joan Zuckerman/John Downey) passed to accept the recommendation from the Committee on Committee Memberships for faculty on the following groups:

- **Commencement Planning Committee**
  - Mike Nasab

- **Vice President of Student Support Services Task Force**
  - Lauren Sharp
  - Michelle Thomas

- **PCC Inter-Level Task Force**
  - Heidi Neu
  - Winford Sartin
  - Diana Ogimachi
  - Fran Cahill

E. **Future Agenda Items**
- Sabbatical
- Free Speech Policy and Resolution
- Title V Update
- Motion - Search to Hire VPAA
- Survey from Eva Bagg

F. **Announcements**

1. **Survey**
   Sigrid Sexton announced that Eva Bagg, Associate Dean of Institutional Effectiveness, would like faculty to conduct a student survey as part of a Student Success Center assessment. Courses will be randomly selected in English, Reading, Math, Counseling, and Career and Technical Education that have supplemental learning activities as a requirement of the course.

2. **Appreciation for Library Support**
   Ramchandran Sethuraman announced: On behalf of Dele Ukwu, Library Department Head, we would like to thank Dr. David Morse, Sigrid Sexton, Dr. Meena Singhal, Kevin Ryan and Lynn Shaw for being staunch advocates for community college libraries, and our libraries in particular, and for supporting ASCCC Resolution 2.01 at the Plenary Session that relates to TTIP funds:

   Be It Resolved that the Academic Senate for California Community Colleges communicates to all California community colleges that a lack of TTIP
funding should not be considered an acceptable reason for failure to adequately fund periodical databases and/or other electronic information resources in our college libraries.

X. **Next Meeting**
The next meeting will be held December 11, 2009, 1:00 p.m., at LAC in the Board Room.

XI. **Adjournment**
The meeting was adjourned at 3:07 p.m.